

College Station Fire Department Skills Based Incentive Program

Purpose: To implement a program of financial reward for those persons in the organization achieving certain educational requirements and who fall in to the non-exempt pay categories (Firefighter, Apparatus Operators, and Lieutenants).

This document also includes **entry level requirements** and **educational blocks** for Fire Prevention Officers, Code Enforcement Officers, and Parking Enforcement Officers

This program is open to those employees not “topped out” in their pay grade. Under this program probationary and non-probationary Firefighter 2nd class are not eligible for skill incentives.

Qualifications: Must complete the requirements for Firefighter I position as listed in the department Professional Development Guide. Individuals must **complete a block of educational requirements as listed in this document**. Each block of educational requirements will give the employee an opportunity to achieve one new skill level.

It is **each individual employee’s responsibility** to work towards achieving the education necessary to complete an education block. Once all requirements are obtained for a specific educational block, it is the **employee’s responsibility** to notify the **Training Office** of completion of that educational block. **The Training Office will verify completion of requirements**. Once verification is complete the Training Office will notify, in writing, the Administrative Assistant of the employee’s eligibility for a skill increase. The Administrative Assistant will complete and forward the necessary documentation to Human Resources and the employee will receive just compensation in the next pay period.

There is a **limit of two** skill levels an employee can receive in a one year period. An employee may request a review of educational requirements any time during the fiscal year. **All individuals must have average or above average performance appraisals to qualify for a skill increase.**

Once an employee (non-exempt) achieves all skill levels within their respective rank, they become eligible for the performance based pay system which recognizes personnel for superior performance.

Skills Based Incentive Program

Due to changes in course content and changes in technology, requests for skills pay, effective October 1, 2000, for any course taken over ten years prior to the date of the skill evaluation for pay increase will not be considered.

All classes submitted for skills evaluation increases must be accompanied by a course completion certificate or be posted on a college transcript.

Employees may request a substitute class for those listed in this document. A panel will review and approve or deny any substitute request. The review panel will consist of the employee's Battalion Chief, the Training Coordinator, and the Assistant Chief. The employee requesting the substitute class(es) must be prepared to justify their request by showing comparisons between classes. Requests for substitute classes will be initiated by the employee to their Battalion Chief. The Battalion Chief will coordinate the necessary meetings to bring the review panel together. Rulings of the Review Panel will be final. There is a list of substitute classes in the Training Office which have already been evaluated.

Fire Fighter I:

Educational Block 1 *Must complete all of the following requirements*

Emergency Vehicle Operations Course
Pump Operations Training Course
Aerial Apparatus Operation Training Course

Education Block 2 *Must complete all of the following requirements*

Fire Fighter Safety Training
National Fire Academy Inspection Practices
National Fire Academy Cause & Origin

Educational Block 3 *Must complete all of the following requirements*

Stabilization and Extrication Program (minimum 16 hours)
Rope Rescue Course (minimum 32 hours)
Confined Space Rescue (minimum 32 hours)
Trench Rescue (minimum 16 hours)

Apparatus Operator:

Educational Block 1 *Must complete all of the following requirements*

City of College Station or Brazos County Emergency Management Course
City of College Station Supervisory Academy (full course)

Educational Block 2 *Must complete all of the following requirements*

Three of the six Officer Development Series Classes

Lieutenants:

Educational Block 1 *Must complete all of the following requirements*

Principles of Emergency management, sponsored by Texas DEM
Incident Command/Emergency Operations Center Interface, sponsored by Texas DEM

Educational Block 2 *Must complete all of the following requirements*

National Fire Academy Cause & Origin
National Fire Academy Inspection Practices
Three of seven Professional Development Classes sponsored by Texas DEM

Fire Prevention Officer:

Entry Level Requirements:

Certified Texas Firefighter, minimum rank of firefighter 1st class and a minimum of three years with the department; Fire Service Instructor, knowledge of building construction; ability to obtain certification as Texas Fire Inspector.

Educational Block 1

Texas Commission on Fire Protection Fire Cause and Origin Certification. 122 hour class

Educational Block 2

Fire Alarm Class based on NFPA 72, minimum of 16 hours AND a Sprinkler class based on NFPA 13, minimum of 16 hours.

Educational Block 3

Hazardous Materials Technician Certification. 40 hour class

Educational Block 4

A class based on NFPA 101 Life Safety, minimum 24 hours.

Code Enforcement Officer:

Entry Level Requirements:

Associate degree in related field, Texas Department of Health Code Enforcement Officer Certification, and Class C Sanitation Technician certification.

Educational Block 1

Hazardous Materials Technician Certification (Haz-whopper). 40 hour class

Educational Block 2

Dangerous Building Abatement Certification (housing rehabilitation). 40 hour class

Educational Block 3

Class B Sanitation Technician Certification. 40 hour class

Parking Enforcement Officer

Entry Level Requirements:

High School diploma or GED, no prior criminal convictions, valid Texas drivers license.

Educational Block 1

City of College Station Emergency Management Academy, or 40 hour State Department of Emergency Management Introduction to Emergency Management class and a Basic Critical Incident Stress management Class.

Educational Block 2

Class C Sanitation Technician Certification. 40 hour class

Educational Block 3

Hazardous Materials Awareness Level Certification. 16 hour class